

## CHAPTER 3 - EXECUTIVE OFFICER OF THE SUPERIOR COURT

### RULE 3.0 TRANSFER OF ADMINISTRATIVE RESPONSIBILITY

Effective March 31, 1992, the court hereby transfers from the County Clerk to the Superior Court Executive Officer, all of the powers, duties and responsibilities of the County Clerk which are related to, serve or impact the functions of this court, pursuant to Government Code Section 69898, subdivisions (c) and (d). The powers, duties and responsibilities transferred pursuant to this rule shall include all of those performed by the County Clerk with respect to superior court actions, proceedings and records, including but not limited to:

1. The acceptance, processing and filing of papers in connection with any action or proceeding before the court, including but not limited to those relating to the court's original jurisdiction, appellate jurisdiction and appeals from the court; the maintenance and management of court records; the microfilming of court records and the keeping and disposition of papers, documents, files and exhibits in accordance with law.

2. The maintenance of indexes of all court files; the keeping of a register of actions or its alternate.

3. The issuance of process and notice including without limitation, summons, writs of execution and other writs; subpoenas to witnesses; probate notices; citations in probate, guardianship and other matters; the acceptance of service on parties; the entry of defaults; the transmission of transcripts on change of venue.

4. The attendance at each session of court and upon the judge in chambers when required; the administration of oaths; the keeping of minutes and other records of the court.

5. The entry of orders, findings, judgments and decrees; the acceptance for filing of confessions of judgment; the authentication of records; certification of abstracts of judgment; the keeping of a judgment book or its equivalent.

6. The collection, receipt, deposit and accounting of fees for filings, for preparing or certifying copies and for other fees; the receipt of jury fees, bonds, undertakings, fines, forfeitures and revenues; the keeping of money deposited in court, including but not limited to funds received in connection with minor's compromises; the recovery of county costs in judicial commitment proceedings.

7. The maintenance of statistical and financial records and the preparation of reports to the Judicial Council and other state and county offices as required by law or policy.

8. The preparation of the clerk's transcript on appeal and the transmission of the record and exhibits to the reviewing court.

9. The receipt of wills of decedents.

10. The taking of bail and related matters as provided in the Penal Code.

11. The provision of calendar management, including the calendaring of cases and hearings and the maintenance of court calendars and schedules.

12. The selection and impanelment of juries and the maintenance of juror attendance records.

13. The provision of services relating to the secretarial and interpreter needs of the court.

14. The printing and sale of court forms and rules of court; the procurement of supplies.

15. The keeping and affixing of the seal of the court to appropriate instruments.

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**16.** Administrative functions related to the above, including hiring, training and supervision of personnel; accounting functions; mailing activities; and ordering and storing equipment and supplies.

The County Clerk is hereby relieved of any obligation imposed on him by law with respect to the above powers, duties and responsibilities.

If any portion of this subsection is held to be unconstitutional or invalid, the remaining parts shall not be affected thereby. *(Effective 5/19/98)*